



**McMinnville Water & Light**  
Engineering & Operations Department  
855 NE Marsh Lane - PO Box 638  
McMinnville, OR 97128  
(503) 472-6919 Office  
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## **Residential Service- Design Application**

Prior to McMinnville Water & Light accepting the design application request, the following "**Application Design Requirements**" must be completed.

### **Design Application Requirements**

- Completed *Residential Service Design Application*
- A \$100 non-refundable application fee is required for each service request (\$100 for water and \$100 for power). The fee(s) will be credited to your project cost if you proceed with construction within 12 months of MW&L's acceptance of the design app.
- Site Plan including: all buildings, electric metering location, wells, sewer system, retaining walls, fences, landscaping and proposed road alignment.
- MW&L will contact customer after application has been reviewed to schedule an on-site meeting. You will need to have the following items completed prior to site visit:
  - Property corners staked
  - Driveway staked
  - Home staked (if new home)
  - Service Entrance staked (where utilities will enter home)
- Customer is required to notify other utilities for the installation of other facilities (NW Natural Gas- 1-800-422-4012, Comcast Cable- 1-800-266-2278, Frontier- 1-877-462-8188, City of McMinnville (sanitary sewer and storm)- 503-434-7312).

**PLEASE NOTE:** In some cases, where a contractor will be working on MW&L facilities, an "Extension Agreement" contract may be required depending upon the findings of the design requirements. In those cases, different requirements will have to be met.

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### **Electric Service Requirements**

**MW&L will contact customer to review design when complete.**

**Prior to energizing service, the following must be provided/completed:**

- Payment for total job cost
- Call the Oregon Utility Notification Center for locates before you dig at 1-800-332-2344 or dial "811". Mark with white paint where you want to dig. You must call two working days prior to digging.
- Conduit Inspections must be completed and approved by MW&L prior to backfill. 24 hour notice is required. Please call 503-472-6919 x5.
- Road/Driveway installed and capable of supporting heavy trucks
- Obtain an electrical permit/inspection from the appropriate governmental agency(s)
- Have permanent engraved placquards with house #'s installed on multi-meter bases
- Obtain necessary survey for easement (if required). Also include Land Ownership Details, including a copy of your title report, recorded warranty deed or real estate contract; a copy of your assessor's map and/or survey, or short plat and the name and address of the persons(s) authorized to sign easement documents.
- Easement signed for MW&L Facilities

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### **Water Service Requirements**

**MW&L will install all water services through two inch (2"), unless they are part of an extension agreement. MW&L will contact customer to review design when complete.**

**Prior to energizing service, the following must be provided/completed:**

- Payment for total job cost
- For customer/contractor provided work, call the Oregon Utility Notification Center for locates before you dig at 1-800-332-2344 or dial "811". Mark with white paint where you want to dig. You must call two working days prior to digging.
- Proper backflow installed, tested, and pass inspection (if required)
- Obtain necessary survey for easement (if required). Also include Land Ownership Details, including a copy of your title report, recorded warranty deed or real estate contract; a copy of your assessor's map and/or survey, or short plat and the name and address of the persons(s) authorized to sign easement documents.
- Easement signed for MW&L Facilities

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*Note: Any deviation from the electrical/water design once established, may result in incurring additional costs for re-design and construction may be delayed. It is the customer's responsibility to provide all the necessary MW&L requirements and specifications to subcontractors.*

**Thank you for closely following these steps to help ensure that your services are installed in a safe and timely manner.**

